

Veterans Health Administration

**Health Services Research and Development Service
Instructions for Requesting an Eligibility Waiver**

All Requests for eligibility waivers are subject to approval by the Chief Research and Development Officer.

Requests for waivers of eligibility should be submitted to the Director, Health Services Research and Development, in the form of a letter from the **Director** of the potential applicant's ("applicant") VA Medical Center, and should include the concurrence of the **Medical Center Chief of Staff** and the **Associate Chief of Staff for Research and Development** (ACOS/R&D). The following information should be included:

- a. The applicant's VA title, grade and step.
- b. The applicant's source(s) of salary, broken down by 8ths. *For example, 4/8 paid by VA, 4/8 paid by affiliated university.* (Total must represent the applicant's total salary, i.e. 8/8 for a full-time work schedule.)
- c. A brief description of the applicant's current, pending and previous research funding.
- d. The title and a brief description of the proposed research associated with the eligibility waiver (including any project number assigned by HSR&D) or if seeking a K-Award waiver, the K-Award description and timetable, and description of applicant's commitment to a VA career.
- e. Number of hours per week the applicant spends on VA related work broken down by hours, and length of time. *For example: 20 hours per week working on VA research (include description), 20 hours per week on VA clinical rounds, etc. – for the past 5 years.*
- f. The number of hours per week the applicant spends on VA premises and the location and description of his or her VA designated office space.

NOTE: Requests for eligibility waivers must be accompanied by a copy of the applicant's current curriculum vitae.

Please mail the original and one copy of the above information to:

Eligibility Coordinator (124-P)
Health Services Research and Development Service
Department of Veterans Affairs
810 Vermont Ave., NW
Washington, DC 20420